

Learning Programs

Job Shadowing

Job shadowing is a school-supervised career exploration activity, which can begin in middle school and continue through high school. Students visit worksites and "shadow" employees as they perform their jobs. Job shadows are short-term, with an emphasis on observation, not productive work. The job shadow provides a student with a meaningful introduction to the world of work and provides a context for understanding the relationship and interaction between the academics taught in the classroom and the workplace.

Internships

Internships help students move from school to the workplace by offering "hands-on" learning, in real work settings, over a relatively long period of time. They are school-supervised and may be paid or unpaid. The internship is designed to give students a better sense of the jobs within a particular business or industry; to provide students with information about all aspects of the business; and to aid them in understanding, through experience, how each part of a company aids the other in meeting the goals and objectives of a business or industry.

Cooperative Education Programs (Co-op)

Implemented in much the same way as the certified co-op program, except that the workbased training plan typically includes local competencies and no state certificate is issued, although many districts award local certificates.

School-Based Enterprise

School-based enterprises (SBEs) typically involve students in the management of a project that produces and sells goods and services as part of a school program. SBE activities help students increase their skills in problem solving, business operations, time management, and working in teams. The SBE is typically located at a school and is a popular workbased strategy for school districts without many local employers.

Assistant Child Care Teacher (ACCT) Program

In order to receive certification as an Assistant Child Care Teacher, a student must: successfully complete a semester child development or parenting course as a sophomore or junior; enroll in a DPI approved ACCT course taught by a teacher vocationally certified by the DPI in child services; and, obtain a DPI issued ACCT certificate which allows the student to enroll in a co-operative education skill standards certificate program leading to a DPI certificate as a Child Care Teacher (CCT). Students who have obtained an ACCT certificate may work in a child care facility beginning at age 17. Without the ACCT certificate an individual is prohibited from working as an ACCT prior to age 18.

Work Experience Programs

The goal of a Work Experience program is to for students to learn employability skills. Implemented in much the same way as the Employability Skill Certificate Program, except the workbased training plan is based on either SCANS or local employability skills.

Information Resources

Information on publications available from DPI can be obtained by contacting Publication Sales at 1-800-243-8782 (U.S. only) or 608-266-2188, fax to 608-267-9110 or by connecting to the following website:
www.dpi.state.wi.us/dpi/dltcl/eis/pubsales/index.html

Information regarding Service Learning Programs can be obtained by contacting the DPI Bright Beginnings & Family-School-Community Partnership website at:
www.dpi.state.wi.us/dpi/dltcl/bbfcsp/slhomepage.html

Information regarding the Employability Skills Certificate Program, Cooperative Education Skill Standards Certificate Program, Supervised Agriculture Experience Program and Best Practices in Agricultural Education, Job Shadowing, Internships, the Cooperative Education Programs, School Based Enterprise Program, Assistant Child Care Teacher Program, and the Work Experience Programs can be obtained by contacting the DPI Workbased Education website at: www.dpi.state.wi.us/dpi/dlsis/let/workbase.html

Information regarding the Youth Apprenticeship Program can be obtained from the Governor's Work-Based Learning Board website at: www.dwd.state.wi.us/gwblb/ya.htm



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Employability Skills Certificate Program

The Employability Skills Certificate Program is a school-supervised, paid work experience program in which students master employability skills developed by the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS). The student also completes a career plan as part of the program. The work experience may or may not be in a student's career interest area. A school district is approved by the Department of Public Instruction (DPI) to offer the program. The student is issued an Employability Skills Certificate by DPI upon successful completion of the program.

Cooperative Education Skill Standards Certificate Programs

The Cooperative Education Skill Standards Certificate Program is a school-supervised one-year paid work experience for students studying in one of the traditional career and technical education content areas and for which the student has a career goal: marketing, business, agriculture, family and consumer education, technology education, and health occupations. The workbased experience is combined with related classroom instruction. Students work towards mastering industry-endorsed competencies and are awarded a Certificate of Occupational Proficiency issued by DPI upon successful completion. Schools must be approved by DPI to offer certified co-op.

Supervised Agriculture Experience (SAE) Program

The Supervised Agricultural Experience (SAE) programs are school-supervised work experiences in any agricultural-related areas. The SAE allows for the application of concepts and principles learned in agriculture education classes. Students may start their own businesses or work for someone else. There are 49 areas of proficiency recognized by Wisconsin's agricultural businesses and industries; they reward outstanding FFA members with \$58,000 worth of sponsorship annually.

Youth Apprenticeship Program

The standard Youth Apprenticeship model is a two-year program requiring a minimum of 900 hours of paid work experience and four semesters of related classroom instruction based on industry-developed skill standards, using a state-developed curriculum. A Certificate of Occupational Proficiency is issued by the Governor's Work-Based Learning Board to students who successfully complete the program. In addition, youth apprentices may choose to enroll in a Level One program where they must complete a minimum of 450 hours of paid workbased learning while they are in the program. At least 250 hours of the required minimum workbased learning time must take place when related classes are being held, so that classroom instruction can be integrated with worksite training. Students successfully completing a Level One program will receive a Certificate of Recognition.

Service Learning Programs

Service learning is a method of teaching whereby students learn and develop through active, unpaid, participation in academic and practical activities that are conducted in and designed to meet the needs of their communities. Service learning links activities to the school curriculum and provides students with a real-world context in which to apply their academic skills. A national study of Learn and Serve America programs suggests that high-quality service learning programs can improve academic grades and school attendance and help students develop personal and social responsibility. Through service learning, students learn critical thinking, communication skills, teamwork, civic responsibility, mathematical reasoning, problem solving, public speaking, vocational skills, computer skills, scientific method, research skills and analysis.

School-Supervised Work-Based Opportunities for Wisconsin Secondary Students

Wisconsin high school students have many opportunities to learn about the world of work. In fact, the majority of high school students work sometime during their high school years. Students who participate in school-supervised work-based learning have additional opportunities to learn employability skills, and with many programs, occupational skills related to their high school courses. School-supervised work-based learning reinforces for students the connection between work and school, provides a chance for meaningful contact with adults/mentors, improves their chances for successful employment as young adults, and helps solidify career interests.

Characteristics	Youth Apprenticeship	Level One Youth Apprenticeship	State Certified Co-op	Traditional Co-op	Employability Skills Certificate Program	Work Experience	Service Learning	Job Shadowing
Paid/Unpaid	Paid	Paid	Paid	Paid	Paid preferred	Paid	Unpaid	Unpaid
Related Classroom Instruction	4 semester curriculum	Core Abilities, Safety + 1 or more modules; or varies by program	State required competencies	Local competencies	State required employability skills	Local competencies	Cross-discipline class project	Career unit
Supervision	Youth Apprenticeship Coordinator	Youth Apprenticeship Coordinator	Vocationally Certified Teacher	Vocationally Certified Teacher	Certified Teacher	Certified Teacher	Certified Teacher	Certified Teacher
State Certificate	Yes	Yes	Yes	No	Yes	No	No	No
High school Credit	Yes	Yes	Yes	Yes	Yes	Yes	Local decision	No
Postsecondary Credit	Possible	Possible	Possible	Possible	Possible	No	No	No
Required No. of Work Hours	900	450	480	Local decision	180	Local decision	Local decision	A few hours to a few days
Administered by	Governor's Work-Based Learning Board	Governor's Work-Based Learning Board	Department of Public Instruction	Local School District	Department of Public Instruction	Local School District	Local School District	Local School District
Typical Time to Complete	2 years	1 year	1 year	1 year	1 year	1 year	Varies	A few hours to a few days
Content Areas	Auto Collision Auto Technician Biotechnology Drafting & Design/Architecture Drafting & Design/Engineering Drafting & Design/Mechanical Financial Services Graphic Arts/Printing Health Services Hotel/Motel Information Technology Information Tech./Networking Insurance Logistics Manufacturing/Machining Manufacturing/Plastics Manufacturing/Prod. Technician Production Agri./Animal Science Production Agri./Soils & Crops Tourism Welding	Auto Collision Auto Technician Biotechnology Business Drafting & Design/Architecture Drafting & Design/Engineering Drafting & Design/Mechanical Financial Services Health Services Hotel/Motel Information Technology Insurance Logistics Manufacturing/Machining Manufacturing/Plastics Manufacturing/Prod. Technician Production Agri./Animal Science Production Agri./Soils & Crops Tourism Welding	Marketing Executive Leadership Professional Sales Retail Marketing Entrepreneurship Agri-Business/Animal Science Agri-Business/Plant Science Business Child Services Electronics Food Services	Marketing Education Business Education Technology Education Family & Consumer Education Agriculture Education Health Occupations	Any content area	Any content area	Any content area	Any content area

Industry-endorsed programs available to Wisconsin students, on a limited basis; students are school-supervised; certificates awarded by sponsoring group: Construction Trades, "Wheels of Learning" (Associated Builders and Contractors); Construction Trades (Associated General Contractors); Automotive YES (National Automobile Manufacturers); A+ Certification (Computing Technology Industry Association); Computer Networking (Cisco Networking Systems; students who complete the Youth Apprenticeship in Information Technology/Networking are eligible to test for this certificate); Entry Level Welding (American Welding Society); Printing (Printing Industries of America); Certified Nursing Assistant (local technical college); Child Care Teacher (Wisconsin Department of Public Instruction; certificate is awarded through the Child Services state certified co-op program); Assistant Child Care Teacher (Wisconsin Department of Public Instruction).